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## PARK COUNTY POSITION DESCRIPTION

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### I. POSITION IDENTIFICATION

**Work Unit:** Clerk and Recorder's Office

**Current Classification:**

**Pay Grade:** 10

**Title:** **TEMPORARY** Deputy Clerk

**Non-Exempt Pay scale:** \$8.65 - \$10.80 - \$12.95

**(at least 60 days less than 12 months)**

**Supervisor:** Park County Clerk and Recorder/Election Administrator/Surveyor

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### II. ASSIGNED DUTIES AND TASKS

**Position overview:** Deputy Clerk & Recorder possesses the powers and may perform the duties attached by law to the office of his principal.

This is up to full time position that is located in the office of the Clerk and Recorder and is responsible for receiving and processing documents, assisting with elections, processing voter registration and absentee voting, providing assistance to the general public, collecting and receipting fees received, conducting research, and a variety of other duties related to office operations.

**Each essential duty listed below makes up a portion of the job, and all other functions are included in Other Duties as Assigned. Duties of the position are not all inclusive and subject to change.**

#### **DAILY INFORMATION**

- 1) Processing of various legal documents. Verifies documents are in compliance with specific recording and filing regulations prior to accepting.
- 2) Indexing of all documents, surveys filed and recorded.
- 3) Verifies indexing by reviewing and checking data entered in computer in comparison to applicable documentation to ensure accuracy and completeness. Identifies errors and makes corrections as needed.
- 4) Scans and processes various documents, plats and surveys into the permanent record, in accordance with quality control standards. Coordinates scanning processes, review and proofs scanned documents for quality, and ensures appropriate recording of documents in computer, by operating specialized equipment.
- 5) Conducts platting activities to ensure proper correlation between documents and plat books.
- 6) Records and files information to ensure accuracy of records retrieval and compliance with document recording procedures, rules and laws.
- 7) Mails original documents to customers once they have been recorded.

- 8) Prepares certified copies of birth and death records and other documents upon request according to established rules, regulations, and procedures. Verifies identification of requestors in accordance with administrative rules and certification requirements, collects applicable fees, and issues documents and receipts.
- 9) Register and update voter registration records.
- 10) Assists with all election procedures.

### **PROGRAM AND ADMINISTRATIVE SUPPORT**

- 1) Provides assistance to telephone callers and walk-in visitors by responding to a wide variety of general and specific inquiries, interpreting information needs, locating applicable resources, or connecting them with the appropriate staff member or offices. Conducts research as needed to effectively respond to inquiries (e.g. birth and death records, general title research, various land records, etc).
- 2) Receives fees and monies for various services provided. Determines appropriate fee amounts based on type of service, collects money, enters fee amounts in computer, and issues receipts to customers.
- 3) Creates daily reports and balances cash stations. Generates daily financial reports, accounts receivable and deposits by identifying and compiling appropriate data in computer, reviews reports for accuracy, identifies and resolves errors or inconsistencies.
- 4) Prepares duplicate document images and data extracts for title companies.

**OTHER DUTIES AS ASSIGNED:** Performs a variety of other duties as assigned by Deputy Recording Clerk. This includes participating in special projects, filling in for other employees, participating in ongoing training, and a variety of other functions as needed. Attends seminars/workshops approved by the Clerk and Recorder.

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### **III. KNOWLEDGE**

This work requires knowledge of federal, state and county election laws, rules, and procedures; reading and interpreting legal descriptions and documentation; records management; research methods; customer service techniques; skill in the use of various computer software and systems; and the ability to communicate effectively both verbally and in writing. This position must have the knowledge and ability to handle sensitive and confidential information on a daily basis.

**Education and Experience:** The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school (or GED) plus three (3) years job-related work experience. Experience working directly with the public, ability to balance cash draw accurately is preferred along with experience in federal, state or county elections processes or property title experience (State of Montana). Must have the ability to multi task while providing good customer service. Basic knowledge of general office equipment such copiers, printers, phones, fax, credit card machines and calculators is necessary. Demonstrated skills with computer, MS Word and other Microsoft applications, data entry, proficient 10 key operation, typing accuracy and minimum speed of 25 wpm, penmanship skills are required for this position.

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#### **IV. ACCOUNTABILITY**

This position makes decisions regarding the overall acceptability of legal documentation and records received and provided by the County in accordance with varied regulations and requirements. Standardized recording practices and procedures, guidelines, and methods are available to ensure compliance with statutes, rules, requirements, and laws. This position must be able to learn, retain and understand Montana Election Laws. Specific laws, regulations and processes are available and must be followed.

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#### **V. CONFIDENTIALLY**

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

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#### **VI. INDEPENDENCE OF ACTION**

The position works within established reception and customer service techniques; documentation and records management guidelines and Clerk and Recorder Elections Office guidelines and policies. The Clerk and Recorder is available to provide assistance as needed.

This position carries out assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting documents that meet state law requirements. Will work to develop and recommend new processes and procedures in the office identifying inefficiencies, frequent errors, etc. Work objectives and priorities are defined by Park County Clerk and Recorder.

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#### **VII. PERSONAL CONTACTS**

This person has contacts with title companies, realtors, appraisers, surveyors, attorneys, other county employees, and members of the public to exchange factual information, coordinate routine activities, resolve problems, provide assistance in locating specific

records, and respond to various inquiries that may require some interpretation of agency policies. The contacts must be friendly, professional, tactful and courteous at all times.

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## **VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS**

- Work is primarily performed in a normal office environment, involving physical demands associated with working on a computer and a scanner, communicating over the phone and in person, lifting and moving boxes and election equipment weighing over 30 lbs. Working overtime during election cycles and on election day as scheduled is required. Election day schedule can begin at 5:30 a.m. until midnight or longer.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with other county employees and the general public both in person and over the telephone.
- Sufficient vision, with or without correction, which permits the employee to produce and view a wide variety of written materials and to make and retrieve computer data and information entries.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and to make handwritten notations and to move files as needed.

The noise level in the work environment is usually moderate.